

Mandatory Reference: **253**
File Name 253maa_050100
Last Revised: 05/01/2000

Detailed Guide for Training Results

The following Mandatory Reference for implementing training programs is related to selected policies and essential procedures established in ADS 253.

- I. Planning and Implementing Training Activities
 - Contractor Selection, Participant Eligibility/Conditions, Dependent Travel, and training for participants with disabilities
- II. U.S.-based representation
- III. Coordination between central Bureaus, Missions
- IV. Pre-departure Orientation
- V. Documentation
 - Stakeholder Compacts and Conditions of Training
 - Training Plans
 - PIO/P
 - Training Implementation Plan (TIP)
 - * Obligating Funds for Training
- VI. Tracking and Monitoring
 - TraiNet
 - Monitoring
- VII Allowances
- VIII External: Visas
 - Visa requirements
 - Employment
- IX External: HAC Insurance and Certification of Medical Eligibility
- X External: English Proficiency
 - English Language Testing
 - Interpreters and Escorts
- XI External: Travel to the U.S.
- XII. External: Participant Taxes

APPENDIX

- Completing the IAP66A Form
- Creating a Processing Checklist

Foreword:

USING THIS GUIDE

The information provided in this ADS 253 Mandatory Reference is intended to make the job easier for USAID sponsoring units of host-country national training, and for contractors or grantees affiliated with those units. Many of you will be relatively new to the process.

Taking a little time to arrange these pages into a useful resource will pay dividends later as you navigate your way. The electronic version allows you to print, highlight, and organize this guide into a binder using bookmarks to tab sections that are important to you.

Never hesitate to ask questions from more experienced training practitioners. Good luck!

I. Planning and Implementing Training Activities:

Contractor Selection, Participant Eligibility/Conditions and Dependent Travel

Contractor selection:

USAID units sponsoring participant training are not limited to selecting a single trainee programming contractor, but may choose multiple contractors if considered desirable. However, any trainee programming contractor selected must be experienced in the function and competent to apply all "best practices" under ADS 253.

Participants:

The following list of criteria shall be considered in establishing selection criteria for participants and dependents:

A. USAID Strategic Objective (SO) Teams and their selection committees, working with host country, and private sector counterparts or stakeholders, agree on selection criteria which conform to USAID-wide criteria and meet the requirements of the country, the development activity, and the S.O. These criteria are incorporated into activity contracts, cooperative agreements, and grants.

B. Selection criteria do not include patronage or seniority lists submitted by the host country or other interested parties (which are frequently politically motivated rather than created in response to identified development needs of the host country).

C. Selection committees select and recommend nominees. The committees are most effective when they include Mission, host country, and private sector officials. Missions must encourage host countries to assume the major role in selection.

Participants must meet the criteria established in ADS 206, Prohibition of Assistance to Drug Traffickers, if training is undertaken from a COVERED COUNTRY.

D. The selection process requires written applications, developed by a contractor and approved by the Mission. In-country training can serve as a selection screening mechanism, with the best performers from a broad-based in-country program selected for U.S. training.

E. Alternate candidates for training are necessary to substitute for principal candidates in order to ensure that an individual will be available to fulfill the development need being met through participant training.

- F. Eligible candidates must be citizens or permanent residents of the host country. Persons holding residency in other countries are not eligible except with a waiver approved by Mission Director. U.S. citizens and U.S. permanent residents living abroad are not eligible for USAID
- G. sponsored training, unless the need for such training is critically related to attaining strategic objectives, and the sponsoring unit is willing to make an exception on an individual basis.
- H. Candidates require a clear understanding of strategic objectives and have a strong personal commitment to the planned training; understand clearly that they are obligated to return home after the training and work in a position where the training may be effectively utilized; and must be fully aware of their responsibilities as participants.
- I. Gender balance: Many missions have successfully achieved a gender balance by setting female enrollment targets at the activity level, preparing training plans with specified slots for women, proactively recruiting women, providing spousal training, and targeting sectors with traditionally high levels of female employment.
- J. State Department collaboration: USAID Missions are urged to invite and involve their State Department counterparts in recruiting and screening participants to the maximum extent feasible. Consultations with State Department may also reveal innovative ways to carry out or manage training in support of Mission goals and objectives.
- K. Dependent Travel: Missions have the authority and are urged to establish policies on spousal training programs and dependent travel. Missions may decide whether or not programs for dependents are appropriate and necessary to accomplish Mission strategic objectives.

Dependent travel:

Each Mission shall also establish a policy governing the travel of dependents eligible to accompany or join the participant to the U.S., or to third-country training sites. Provided that participants have adequate resources to cover related expenses personally, Missions may permit such participants to bring family members to the U.S. on J-2 visas either for the full training period or for short visits. Missions or their contractors must consider first whether a) the trainee is mature enough not to be distracted from academic goals by family logistics; and b) the duration of training is long enough to make family separation a hardship likely to affect the trainee's learning ability. Missions must provide, or

insure that the monitoring contractor provides, a pre-departure orientation for dependents as required by 22 CFR, Part 514.

USAID has no obligation to pay for accompanying family members of a participant. Support of dependents is the sole responsibility of the participant.

Adequate financial expenditure estimates are based on the cost of living in the area where the participant is located. A general rule is that 50% of the monthly maintenance for the area is required for each accompanying dependent. Consideration must be given to the total number of dependents and the expected length of stay in the country of training in determining total expenditure estimates for the Dependent Certification.

The spouse's health insurance coverage must be arranged, to be reimbursed by the participant, so as to ensure that the insurance is not canceled and is renewed as necessary. Information on dependent health insurance coverage in the United States may be obtained through the Foreign Student Advisor at academic institutions or by writing to the National Association for Foreign Student Affairs. Insurance must provide maternity benefits if appropriate.

It is the responsibility of the participant to ensure that return tickets for the dependents do not expire (are kept updated with the issuing airline).

The contractor clearly informs the participant in writing that employment for the purpose of supporting the dependents will not be approved.

Missions or Bureaus may at their discretion provide funding for limited, occasional, short-term training of spouses who join participants in the U.S.

Missions must clearly understand and accept responsibility for paying any U.S. tax liabilities which may derive from providing spousal training in the U.S. Spouses approved for such occasional, short-term training are not participants in their own right, and may not be counted as such in Mission statistics.

K. Participant Training for Participants with Disabilities

Missions are to select and include for training (both academic and technical), qualified persons with disabilities, and indeed persons with disabilities who are members of disability-oriented organizations in their nations. It is hoped that the benefits of training abroad will be shared with many others through those organizations.

The USAID Disability Policy Paper from Administrator Brian Atwood, dated September 12, 1997, was issued to provide guidance and procedures to promote the inclusion of persons with disabilities to receive training within USAID programs and in host countries where USAID has programs.

As noted in the Policy Paper, a disability is defined as a physical or cognitive impairment that affects a major life function, consistent with the definition of the Rehabilitation Act.

USAID Disability Policy: Sponsoring Unit level:

- make programs more inclusive
- consult with disability community
- increase staff awareness
- discuss disability issues with host country counterparts, other stakeholders, including contractors, grantees, and other donors.

Participants with disabilities are to be included in USAID-sponsored training program whenever possible. Even though a disabled participant may incur additional costs, it is not sufficient justification to preclude the participant from training if the participant is otherwise qualified for it. Therefore, requirements for the placement and monitoring of participants with disabilities are the same as for all other participants except for the following:

a. Allowances

Participants with disabilities may need additional medical equipment (wheelchairs, crutches, special telephones for the hearing/visually impaired, etc.), or additional school/training-related equipment (braille typewriters, textbooks, etc). The sponsoring unit and the monitoring contractor review and approve the additional equipment on a case by case basis.

Participants with disabilities may also incur additional expenses related to other allowance-related areas. Participants with disabilities may need additional settling-in allowances to cover the cost of a ramp to accommodate a wheelchair, higher typing costs, or return baggage allowances to cover the expenses of equipment that had to be purchased rather than rented. Braille textbooks may be more expensive to purchase than regular textbooks, and may require additional funds over and above the listed amounts for books and supplies, computer time/special equipment costs may be higher for participants with disabilities. Sponsoring Units must be aware of the possibility of higher costs related to a program for a participant with disabilities, and ensure that the participants have the equipment/supplies as well as other necessary household-related items needed to insure a successful program.

b. Maintenance allowances

Participants with disabilities shall receive the same maintenance allowances as other participants except when a personal assistant is required. Participants with disabilities may sometimes need the type of help provided by a personal assistant. The personal assistant may be a spouse or adult family member who travels with the participant, or may be someone hired upon arrival in the U.S. Some participants may require a personal assistant, as well as an assistant who helps the participant with school/training-related activities. FYI: for the purposes of a J-2 visa for a dependent, a dependent is defined as a spouse or child.

If the participant travels with a family member who also serves as a personal assistant, the sponsoring unit may waive the ADS 253 dependent prohibition of monetary assistance for a dependent, and may increase the participant's monthly maintenance allowance to cover the expenses incurred by the dependent up to 50 percent of the participant's maintenance, plus an amount to cover the dependent health and accident insurance. Additional maintenance may only be provided for the personal assistant, and not for any other dependents who travel with the participant and the assistant.

Sending a non-family member to serve as a personal assistant may involve additional problems associated with securing the appropriate visa, and/or establishing the appropriate mechanism to pay the "salary" for the personal assistant.

c. Medical insurance

The USAID Health and Accident Coverage program does not cover pre-existing conditions. Sponsoring Units must insure that each disabled participant has sufficient insurance coverage for the disability, as well as any other pre-existing condition. Sponsoring units and/or the monitoring contractor must become familiar with the coverage provided by the USAID HAC program.

II. U.S.-based representation

Sponsoring units have the authority to arrange with host country Non-governmental Organizations (NGOs) or Private Voluntary Organizations (PVOs) to conduct U.S. participant training with USAID funding, or to manage participant training from overseas themselves, provided that all ADS 253 provisions are adhered to. As a practical matter it is impossible to handle U.S. based¹ participant training effectively without an experienced U.S.-based agent or contractor/subcontractor to provide the following services at a minimum:

- Recommend and arrange enrollment in the most suitable U.S. training institution;
 - Enroll participants in HAC medical insurance, pay premiums promptly, and settle claims (invoices must now be paid monthly and on time);
 - Ensure correct U.S. visa documentation and update it to keep participants in compliance with U.S. laws and sponsoring-unit training objectives;
 - Track and monitor trainee progress toward original enrollment goals;
 - File requisite IRS income tax returns on behalf of participants;
 - Ensure a participant's timely return to the host country;
 - Assist a participant or sponsoring unit in U.S. legal situations (arrests or suits), or other emergencies (repatriation of disabled participants or their mortal remains); and
- *
- Enter participant data in TraiNet as required by the Agency.

III. Coordination between Central Bureaus and Missions

USAID Activity Managers of centrally-funded or -managed programs, and their contractors, cooperative agreement partners, or grantees are responsible for:

- Informing the cognizant USAID Mission of their forthcoming training plan or training events, and ensuring that the content and procedures of centrally-sponsored training do not conflict with Mission policy or essential procedures on participant selection, follow-on, allowances, or other programmatic aspects of training;
- Consulting with Missions in the selection of participants, and providing Missions enough lead time to complete processing of selected participants; and
- In the case of Mission field support-funded participants, responsible for securing Mission concurrence in their selection.
- In the event that the mission cannot provide assistance with the processing requirements, the sponsoring unit must insure that the provisions contained in E253.5.2f are followed.

IV. Pre-departure Orientation: General

Normally organized by the participant programming contractor, orientation to the training ahead and to American customs/practices is an integral part of any training program. Orientation programs create a foundation for technical or academic training by reducing uncertainty and eliminating obstacles to learning.

Participation by host country officials, returned USAID participants, and Mission training office staff is standard procedure, particularly when group orientations are held.

Effective English language training programs given in the host country effectively incorporate cultural and generalized administrative information, international travel guidance, and exercises drawing on life in the United States or the country of training. Language programs incorporating such material are not a substitute for pre-departure orientation.

A. Contents of the Pre-departure Orientation.

Pre-departure orientation programs are normally divided into three parts: Participant Training, Administrative Review and Cultural concerns. The topics must be covered in orientations for both U.S. and third country participants.

B. Participant Training:

- i. The stakeholder compact is completed when stakeholders agree on objectives, content, and logistics of the training activity, return for work date, training institution, and itinerary. Participants must understand the relationship of their training activity to the USAID program and host country development plan, and what their responsibilities are in return.

NOTE: Program budget information is not provided to the participant to avoid misunderstandings about program financing.

- ii. Differences in academic procedures and expectations between the home country and the country of training must be explicitly discussed. This is particularly important when differences in academic relationships and teaching systems could be a constraint to learning and integration into the training program.

C. Administrative Review:

The review of administrative aspects of the training must be thorough and careful. Uncertainty about logistics, scheduling, or administration can be

very stressful for some participants. The following elements must be considered for inclusion:

- i. A Participant Pre-departure Checklist is completed and included in the participant's file.
- ii. Each participant reads and signs the Conditions of Training **(Form AID 1318-6)** integrated into the stakeholder compact, and the compact itself, to confirm the participant's understanding of responsibilities as an USAID-sponsored participant, and concurrence with the training objectives and anticipated results. One copy of this document is retained by the Mission; the other is given to the participant.
- iii. USAID policies and rules on per diem payments, employment, operation of automobiles, dependents, and other volatile issues are clearly discussed and understood by all participants.
- iv. Travel plans are reviewed, including reservations, tickets, use of the arrival notice system, date of departure, and date of arrival in country of training.
- v. Health and accident coverage under the Health and Accident Coverage Program (HAC) is explained. The explanation must include the limitations of coverage under the Agency HAC program, and make clear that USAID is not responsible for claims in excess of the coverages provided under the HAC program, or for claims not eligible for coverage under the HAC program. Medical certification, which is mandatory prior to departure from the home country, is reviewed. Emergency contact information for participants in distress in the United States is discussed and the contact list is given to them.
- vi. The requirement to return home immediately upon completion of the program is explained. Marriage to a U.S. citizen or permanent resident provides no acceptable justification for violating this requirement.
- viii. Advice concerning clothing requirements is given. No special clothing allowance is provided.
- ix. Maintenance and other allowances are explained by the contractor. The participant is advised in writing that no legal fees will be paid on behalf of a participant if the participant is arrested or otherwise required to obtain legal counsel, and that maintenance

rates will be reduced if the participant receives any additional income in the form of a scholarship, assistantship, or wages.

x. Hotel and housing arrangements, and payment responsibilities thereof, are explained.

xi. A temporary mailing address is established. Grant or contract managed participants must be appropriately advised of contract officer's full name, address, and telephone number.

xii. Emergency contact numbers in the Mission are given for family members to contact participants in an emergency.

xiii. The income tax status of any scholarship is discussed and arrangements are made to deal with tax liability.

D. Cultural Aspects

Participants and dependents who travel to the U.S. to join a participant require a brief introduction to life in the United States or country of training, which includes some understanding of the culture, climatic differences, clothing, food, religions, and other customs as well as some information on political differences and personal security questions. Meetings with returned participants can be particularly useful in identifying awkward cultural situations that the participants might encounter.

Orientation must stress appropriate behavior in male-female relationships and interaction in the country of training, especially as regards minor children. Films, videotapes, books, role playing, and other resources can be used to provide awareness of beliefs, behavior patterns, cultural standards of politeness, and similar key cultural aspects.

E. Methods of Learning

Pre-departure orientation must explain the interactive nature of much classroom discussion in the U.S., in which participants are expected to express their own thoughts and problem analyses. A minimum level of computer literacy is often required in U.S. training settings, e.g. for library searches, which must be provided in the home country as needed, wherever possible.

V. Documentation

A. Stakeholder Compacts and Conditions of Training:

Each participant who accepts sponsorship by USAID for training in the U.S. or third countries enters into a relationship of mutual commitment between the Mission, contractor, the training institution, and the participant's employer. This relationship entails both rights and responsibilities for all parties, which may be written down for clarity's sake in a Stakeholder Compact (sometimes referred to as a "Training Agreement").

i) Stakeholder Compact.

ELEMENTS OF A STAKEHOLDER COMPACT: Normal elements of a compact include:

- a. Post-training performance targets back in the work setting;
- b. Stakeholder responsibilities in the post-training, follow-on phase; and
- c. Suggested ways of measuring changes in performance back at work.
- d. Identification of the responsible party for health provider claims if the sponsoring unit agrees to Plan C under the mandatory health insurance program.

For very short training programs, the sponsoring unit/contractor/partner/grantee is encouraged to develop wording for a standardized, summary stakeholder compact linked to the Conditions of Training (**See Mandatory Reference, section V, para. ii**).

STAKEHOLDER COMPACTS WHERE NO EMPLOYER IS IDENTIFIED: In cases where no employer is identified at pre-departure time (e.g., with some long-term participants), the stakeholder compact is between participant and S.O. Team or contractor. The cost-benefit of the training activity in question must be clear in meeting organizational performance goals.

ii. Conditions of Training.

Missions, Bureaus, or their contractors must ensure that the Conditions of Training Form (**Form AID 1381-6**) is discussed with and signed by each participant. The Conditions of Training form is made part of one package with the Stakeholder Compact; sponsoring units are permitted to combine both documents into a single one provided that the participant trainee's individual signature appears under the Conditions of Training section.

CONTENT OF CONDITIONS OF TRAINING: Conditions of training must specify:

- Compliance with J-1 visa requirements to return home immediately upon program completion, and not seek to remain in the U.S. following the end of training;
- Agreement to repay training costs if the participant, upon returning home, refuses any employment that was planned;
- Not to purchase or drive an automobile while in the U.S. without contractor concurrence;
- Not to bring a spouse or other dependent to the U.S. during the period of sponsored training without prior approval from the sponsoring unit and without making necessary prior arrangements with the contractor/partner/grantee for visa, health insurance, round trip travel, and dependent support requirements.
- Limitations of the USAID HAC insurance coverage.

iii. Further Terms for Trainee Selection for USAID sponsorship:

a. All USAID participants must:

- Possess sufficient academic and/or other experience to meet prerequisites that enable them to complete the programs successfully;
- Have completed their military requirements or be exempt from conscription;
- Have not previously been trained under USAID sponsorship outside the host country (if so, justification is incorporated in the training request);

- Carry a full course load or laboratory schedule as prescribed by the academic or training institution;
- Complete their program, unless otherwise fully justified, within the planned length of USAID-sponsored training;
- Pay all personal expenses prior to departure;
- Assume personal responsibility for complying with any non-program related tax liabilities while in the country of study; and
- Comply with all laws of the country and local jurisdiction in which their training occurs.
- Academic Program participants only: Must promptly submit to the programming contractor the Academic Enrollment and Term Report (AETR) (**Form AID 1380-69**) at the end of each term. Participants must be aware that contractors have authority to withhold allowance payments if these reports are not submitted on a timely basis.

b. Participants must not:

- Use USAID stipend moneys to pay legal fees;
- Seek to obtain unauthorized employment in the United States or country of training;
- Marry during their training without first notifying USAID through their programming contractor; and
- Seek to accept any public welfare assistance in the country or local jurisdiction of training, including subsidized school lunch programs, or seek to purchase housing under U.S. low income assistance programs.

c. **IN CASE OF ARREST:** The sponsoring unit or its contractor/partner/grantee must notify G/HCD immediately and in writing, regardless of the circumstances. Neither USAID nor the trainee's monitoring agent must aid or abet the participant's departure from the U.S. prior to the date of trial. If a participant must remain past the anticipated return date for reasons related to

arrest and trial, financial arrangements must be put in place to provide appropriate accommodations until the participant's trial is over and a final legal determination rendered by the court.

d. **MINIMUM EMPLOYMENT COMMITMENT:** Each Mission must determine if it wishes to set under Conditions of Training a minimum period of employment which the participant is expected to provide on returning to the home country worksite.

B. Training Plans

While not mandatory under ADS 253, training plans are extremely useful and strongly recommended as a document that brings together in one place the entire range of a sponsoring unit's training activities which would otherwise remain scattered under separate technical Strategic Objectives Team plans or Results Packages. Training plans are usually developed annually, identifying training objective, nature, and cost for the purposes of cross-activity cost and effectiveness comparison, avoiding redundancy, and effective budgeting.

C. Project Implementation Order/Participant (PIO/P)

The PIO/P is no longer used as a fund obligating document with M/FM, but is often used for third-country training documentation between USAID Missions, and if convenient for internal Mission record keeping.

Agency administrative and documentation procedures must be followed in transferring funds between different appropriation accounts. Local controller's offices provide the most up-to-date information.

Non-funded activity PIO/Ps are no longer required. However, until TraiNET is installed they often prove useful to document that an estimated amount of funding will be used for training. The non-funded PIO/P also estimates the per-month administrative cost of arranging and managing the participant's program.

D. Training Implementation Plan (TIP)

The Training Implementation Plan (TIP) is the contractor's detailed training program prepared in response to the training request. The TIP covers each segment of the training program, including relationships of training components to strategic objectives, the training institution, and location, specific training activities, and the duration of each segment. The TIP describes how the training objectives will be achieved and provide a budget estimate.

* **E. Obligating of Training Funds**

The PIO/P is no longer to be used as an obligating document; instead, until the NMS is on-line and operating successfully, participant sponsoring units must use local contracting procedures (i.e., MAARD, Modified Acquisition and Assistance Request Document, or purchase orders) to implement training. For policy on work-around or paperwork procedures in transferring funds between appropriation accounts or reserving and obligating funds, see the General Notice entitled "Suspension of Mission NMS Operations" (**See General Notice dated May 14, 1997, "Suspension of Mission NMS Operations"**). Missions must consult their respective controller's offices for guidance on how best to proceed. Missions are strongly urged to consider using an experienced programming contractor such as one of the five pre-competed Global Training for Development awardees.

VI. Tracking: TraiNet

A. TraiNet

TraiNet, the information management system jointly supported by G/HCD and M/IRM, provides Missions, Bureaus, **and** their contracting or grant partners with performance tracking, analytical, and reporting capabilities for use at the training activity implementation level. It replaces the widely used Participant Training Management System (PTMS) providing far greater functionality and far fewer data entry requirements, as it integrates the monitoring of training activities into broader SO Team results and performance monitoring requirements. The first phase was released in August 1998. The latest information regarding TraiNet is located on the Devis.com website noted later in this text.

When fully operational at any sponsoring unit or contractor worksite in 1998:

- i. TraiNet can download needed Operations (OPS) module data on strategic planning and performance targets from the NMS to provide a starting point for managing training for NMS. It does not duplicate data entered into NMS.
- ii. TraiNet users can monitor training costs and cost sharing information for program management.
- iii. TraiNet distributes operational data on training implementation collaboratively, with data entered and updated by those responsible for its determination and shared among all parties with a need to know.
- iv. TraiNet data can be transferred to other TraiNET sites as an E-mail attachment, via diskette, or through a worldwide web site;
- v. It features tutorials and on-line help sub-systems along with access to key USAID documents, guidance, and policy memoranda.

B. Capabilities:

- TraiNet does not function to transfer funds or approve expenditures. It is not a financial accounting system.
- TraiNet is a fully distributed system enabling all parties access to the same information about participants, programs, intended

results, target groups, and organizations, all keyed to appropriate strategic results and results packages.

- TraiNet can be customized to reflect an individual Mission or SO Team's management needs, for instance to collect standardized data directly from multiple contractors or activities and analyze or report on it comprehensively. TraiNet applications can be customized to deliver data in a format compatible for input to contractors' own in-house systems, to avoid duplicative data entry.
- Two-way or one-way data transfer capabilities between TraiNet systems on specific training programs is possible in various ways, so as to keep related TraiNet databases current and uniform. One data transfer method is via Internet from any TraiNet site to the following worldwide web address maintained by G/HCD contractor:

<http://www.DEVIS.COM/TRAINET>

- Use of TraiNET in the field eliminates the need for several existing forms such as the PDF, PIO/P for record-keeping, Stakeholder compact, Statement of Expenditures, and Budget Worksheet. Its data management can be delegated partially or completely to an SO Team's U.S. or in-country contractors.

C. Guidance:

The complete user guide for TraiNET is available on-line from the Internet as well as in conventional hard copy form. Specific technical support can be had at:

INTERNET: trainet@usaid.gov

INTRANET: TRAINET@G.HCD.HETS@AIDW

D. Implementation schedule:

*

Full installation in Missions and their contractors began in January 1998.

To receive TraiNET, a Mission or Bureau on behalf of itself and its contractors must submit a request to one of the previously listed E-mail addresses. G/HCD and M/IRM establish an installation work schedule based, in part, on the order in which requests are received.

VII. Allowances

The following lists identify categories of allowances and reimbursable costs for which participant trainees in the U.S. are eligible:

A. MONTHLY MAINTENANCE RATES: USAID uses all the various rates listed with IIE for Long-term Training monthly maintenance, when appropriate, except for four which are not used:

- Partial grant allowances: Supplementing support from other sources.
- Required field trips: Up to \$500 per trip.
- Post-summer program allowance: \$50 per day.
- Thesis research allowance for second travel grants.

Sponsoring units and monitoring contractors are reminded that allowances may be adjusted upwards or reduced based on the actual cost of the program. Paying the actual cost of accommodations directly, and only providing participants with the M&IE has proven to be cost effective and provides the sponsoring unit or monitoring contractor with a receipt. Shared accommodations are to be used whenever possible.

B. REIMBURSEMENT: The following cost elements are eligible for expense reimbursement to the participant when appropriate in individual cases:

- Research projects
- Computer purchases/rentals
- Tutors
- Typing expenses
- Excess thesis expenses
- Book purchases in excess of the established rate
- Book shipments
- Professional society memberships
- Student memberships

C. USAID-SPECIFIC RATES: USAID rates in addition to the Department of State rates used by the Fulbright program are included below. NOTE: Not all Department of State allowances apply to USAID participants. Only those allowances listed below must be used to calculate allowances for USAID participants.

- Books and supplies: \$750 per academic year; \$200 summer (includes English language programs)
- Supplementary book allowance: Up to \$250 per year (accountable)
- Supplementary equipment/supplies, computer time (based on course requirements): Up to \$1000 per year (Equipment to be rented rather than bought if more cost effective)
- International travel: Round trip (from home to pre-academic program to academic institution and return), unless provided by another funding source as cost-sharing
- Settling-in allowance: \$350 one time (may be adjusted by the Mission/Bureau project officer)
- * - Monthly maintenance: As provided in published rates (IIE rates for academic programs, GSA rates for technical programs). **Rates may be adjusted to fit specific needs up or down, and cost containment measures such as a requirement to reside in a dorm, or share an apartment must be considered.**
- Return baggage allowance: \$300
- Thesis allowance: \$300 for Master's (discretionary), and \$600 for Ph.D. (increase possible if required)
- Incidental allowance: \$10 per day
- Typing: Discretionary, receipts required (previous rate was \$250 per year). Typing allowance may be used to purchase a typewriter, or may be applied to the purchase/rental of a computer.
- Book shipment: Discretionary, amount set by individual Mission/Bureau project officer. (previous rate was \$30 for each four months in an academic program).
- Professional societies: Discretionary, previous rate was \$235 for the three-year period.

- Student memberships: Discretionary, previous rate was \$75/year.

D. PARTICIPANT LEGAL FEES: Any legal fees incurred by or on behalf of individual participants in connection with their legal status or behavior while in the status of USAID-sponsored participant are not allowable costs for USAID payment or reimbursement, unless a request for such legal counsel and resulting fees was initiated by USAID/G/HCD directly.

VIII. External: Visas

A) Visa Requirements:

i. TWO-YEAR REQUIREMENT: Use of the J-1 visa requires that sponsored participants return to their home countries and fulfill a two-year residency requirement there, as provided in the visa regulation, before they are eligible for U.S. permanent residence or for non-immigrant H-1 or L-1 visas. From their home countries such participants may apply for and receive a second "J-1" visa from a different sponsor; the effect is to delay completion of the original two-year residency requirement until the second visit to the U.S. is completed, but not to cancel it. The required 24-month residency need not be consecutive, but must be completed.

ii. VISA EXTENSIONS: Extensions may be requested, but never beyond the duration of the program, including practical training periods. Contractors who request an extension complete the IAP66A form in its entirety and mail it to G/HCD with a brief letter of request, including:

- Contract, grant, loan number, or other agreement identification symbols.
- Names of dependents, if any, in the United States.
- Any supporting documentation for the extension (e.g., copy of the training request extension), and proof of Mission and host government approval of the requested extension.

*

The request for an extension is reviewed and the IAP66A signed by G/HCD. The signed IAP66A form is returned to the requesting office and provided to the participant.

iii. DUPLICATE IAP66A's: The contractor or Mission must prepare duplicate IAP66As for all lost IAP66A forms and for participants traveling outside the U.S. who do not have a valid J-1 visa stamp in their passport.

Duplicate copies of IAP66A's must be provided if a new visa application must take place when the J-1 visa stamped in the participant's passport has expired. In addition, a duplicate IAP66A must be provided for dependents who travel separately from the participant.

*

A copy of the Mission/Bureau approval for travel accompanies any request to sign an IAP66A

iv. IAP66A's for travel: the pink copy of the IAP66A must be provided to G/HCD prior to travel outside the U.S., in order for G/HCD to sign the

back of the pink copy of the form. Monitoring contractors must insure that the form has the space available for signing. Otherwise, a duplicate IAP66A must be submitted to G/HCD.

B. FORM DISTRIBUTION

White (copy 1), yellow (copy 2), and pink (copy 3) copies of the IAP66A are given to the participant for presentation to the Consular Office. The green copy is retained by the Mission, and the blue copy is forwarded to G/HCD.

i. Consular Office:

All copies are returned to the participant by the Consular Office with the passport and J-1 visa stamped in it, for presentation to the U.S. INS Immigration Officer at port of entry to the United States.

ii. Port of Entry:

Immigration Officer: The participant gives the Officer the passport, visa, and all three copies of the completed IAP66A form.

If the participant is found admissible to the U.S., the Immigration Officer will note the authorized length of stay on the pink copy of the IAP66A and return it with the white copy to the participant as well as the passport and the stamped I-94 (Arrival/Departure Record). The I-94 will indicate the date and place of the participant's admission to the U.S., the individual's classification and also the date to which the stay in the U.S. is authorized. INS retains the yellow copy (copy 2), which is sent to the USIA.

Immigration Officers normally apply the phrase "duration of stay" or "D/S" to the I-94 rather than a specific date. This removes the requirement for an annual extension of the I-94 form as long as the participant remains in legal, full-time student status.

The programming contractor may retain the white copy of the signed form, or a photo copy of the form (both sides).

IMPORTANT: The pink copy (copy 3) of the IAP66A and the I-94 are kept with the participant's passport at all times (unless the participant did not receive D/S and must request an extension through the INS).

C. RE-ENTERING THE U.S.:

If the participant is traveling outside the U.S. and returning during the program, the back of the pink copy of the IAP66A must be signed by a designated Responsible or Alternate Responsible officer at the sending Mission or by G/HCD. A signature must be obtained for each period of travel outside the U.S.

The contractor or participant then asks the U.S. Consular Officer for a MULTIPLE ENTRY J-1 visa stamp when first applying for the visa.

IX. External: HAC Insurance and Certification of Medical Eligibility

A. HAC Insurance

Agency HAC insurance is to be provided for ALL participants trained in the U.S., and may be obtained by direct enrollment from one of the two insurance providers under contract with USAID. Information regarding HAC enrollment may be obtained by accessing the web address of the HCD data contractor, who has placed enrollment information and a detailed document with "Frequently Asked Questions." The web address is:

<http://www.devis.com>

The two insurance providers are offering a wide-range of packages, and sponsoring units or their contractors may select any number of options besides the basic coverages that meet the requirements in 22 CFR, Part 514, The Exchange Visitor Act.

Coverage for HIV/AIDS-related medical claims must be discussed with the individual health care provider. Sponsoring units must not assume that coverage for HIV/AIDS is provided unless it is contained, in writing, in the individual policy.

USAID's HAC policy insures a trainee when in direct international travel between home country and U.S. training site, as well as during the authorized period of stay for training in the U.S.

i. ENROLLMENT:

*

Enrollment is secured directly with one of the two providers under contract with USAID. Information regarding enrollment procedures is located at: <http://www.devis.com> (USAID clients)

The HAC entitlement period begins on the date of participant's departure from the originating country and continues to the date of return to home country by the most direct route.

ii. Double Coverage by Educational Institutions or Others:

In some cases, USAID participants enrolled in an educational institution or other training site may also be covered by a mandatory health program sponsored by that institution with the cost included in tuition or a separate mandatory fee. USAID contractors may pay the cost of the double coverage providing that the cost of such plan does not exceed that required of all other students or all other foreign students.

Other coverage does not exempt USAID participants studying in the U.S. from the Agency HAC Program, which is mandatory.

Participants with such double coverage are required to use the institution's insurance or health facilities to the maximum extent of coverage before employing the HAC program. The HAC contract administrator is required to ensure that claims submitted to HAC have first exhausted the coverage of the other plans.

iii. Repatriation of Terminally Ill or Incapacitated Participants:

Except as provided below, an USAID participant is repatriated to the country of origin whenever the participant is diagnosed as having a mental or physical disease or disorder which will unduly delay or prevent successful completion of the training program.

This requirement may be waived only with the concurrent approval of G/HCD, the cognizant Mission Director, and the cognizant central or regional Bureau.

In cases of such diagnosis, HAC will cover medical costs only until the point of repatriation. If repatriation is delayed after diagnosis beyond the earliest time when repatriation is medically feasible, HAC coverage will terminate as of the date of initial feasibility.

iv. Submission of Claims:

The participant is ultimately responsible for ensuring that all claims for medical services are submitted to the insurance provider.

All claims must be submitted within six months of the date that service was provided.

v. Payment of Monthly Premiums:

Premium payments are required by each sponsoring unit/contractor/grantee/partner within the deadline established by the provider. Non-payment of monthly invoices may trigger automatic suspension of all HAC insurance under that participant contract until full payment is received by the provider.

B. Medical Eligibility: Medical Examination/Certification

The standard examination form is designed to include tests for most medical conditions that can result in costly medical treatment and/or

impair the achievement of training objectives. Missions may add other tests where patterns of undetected participant illness emerge or the prevalence of local medical conditions warrants.

Participants scheduled for programs (including travel time) not to exceed 30 days are exempted from undergoing a medical exam by the sponsoring unit, providing they are covered by "Plan C" from either of the two HAC contractors. Information regarding this new policy may be obtained by contacting the HAC contractors.

i. MEDICAL EXAMINATION AND CERTIFICATION FORM:

The Medical Examination and Certification Form (**Form AID 1382-1**) consists of three main parts. These are:

- a. A medical history completed by the prospective participant;
- b. The medical examination by a physician; and
- c. The documentation of Mission determinations resulting from the examination. This is signed by the USAID-designated official.

Whenever, pursuant to the following waiver procedures, a foreign language Medical Examination and Certification Form is sent to the programming contractor, an English language translation must accompany it.

ii. MEDICAL HISTORY:

The first page of the Medical Examination form is to be completed by the applicant or prospective participant. Most questions relate to obvious physical or medical circumstances that the applicant would assuredly know. A few might not be known except through previous medical examination or care (e.g., high blood pressure). The applicant must understand the significance of the participant's signature as a certification of both the truthfulness of the responses to the best of the applicant's knowledge and of his/her understanding of the "Important Notice" on the first page.

iii. MEDICAL EXAMINATION:

The examining physician records the results of the examination on the second page of the form, summarizes the findings, and makes a recommendation whether the applicant is medically qualified for training. As the examining physician may not be familiar with the Participant Training Program and the specific purpose of the

examination, the "Guide to Medical Fitness Standards For Applicants" must be provided to the examining physician. On the actual medical report page, the physician summarizes the findings and recommends whether the applicant is medically qualified for training.

Sponsoring Units may elect to test for the possibility of HIV/AIDS if necessary. If a sponsoring unit elects to test for HIV/AIDS, the results of those tests must be added to the other test information on Page 2 of the Medical form. Sponsoring Units must recognize that whether or not they elect to test applicants for HIV/AIDS, AIDS-related medical expenses incurred by participants are not covered by HAC insurance. The Sponsoring Unit must take responsibility to assure coverage themselves, or defer the cost to the participant, the participant's employer or another party. G/HCD cannot provide any funds to cover any medical costs incurred by participants.

iv. DOCUMENTATION OF REVIEW:

*

The final page of the form provides for the documentation of Mission decisions resulting from the medical examination. Specifically, the Mission training officer **or designee** recommends approval or disapproval of the applicant for training and a designated Mission officer reviews that determination. The administrative review may be signed by a designated FSN, PSC or contractor. The reviewing officer approving trainee departure in the light of medical evidence may be the CTO, **or a delegation of authority may be completed to assign this responsibility to an FSN or PSC.** The Mission determination considers the recommendations of the examining physician as well as program objectives.

v. VALIDITY LIMIT:

The validity of the medical examination is four months. Participants who delay arrival to the U.S. in excess of four months, or who during their U.S. program are absent from the U.S. for four months or longer must take a medical re-examination and receive another medical certification.

vi. WAIVER PROCEDURES/UTILIZATION OF PLAN C
(TRAVEL/TRAINING PROGRAMS OF 30 DAYS OR LESS)

To waive the Medical Certification requirement, the Mission Director or designee must approve for training an applicant with a pre-

existing medical condition which otherwise would disqualify the applicant from the training program.

This determination may be based upon two grounds:

- That the medical condition is not likely to be activated or aggravated during the period of training; and/or
- That program objectives or other considerations require that the training be approved in spite of the possible cost of medical claims to Mission/Bureau funds.

If a waiver is approved, the participant will not be covered by the Health and Accident Coverage (HAC) Program for the specific illness or medical condition identified which otherwise would be disqualifying. Therefore, the Sponsoring Unit must make arrangements to guarantee payment of any medical claims that may arise from the illness or medical conditions for which HAC coverage was waived. The guarantee may come from the Sponsoring Unit, participant, the participant's employer or another responsible party.

Medical waivers can be approved by the following officials:

- For Mission-funded participants, by the Mission Director, designee, or Cognizant Technical Officer (CTO);
- For region-funded participants where there is no USAID Mission, by the regional Assistant Administrator or designee; or
- For central office-funded participants, by the Office Director, that person's designee, the COTR, or any responsible official knowledgeable about the risk involved and with authority to commit funds to cover the costs of medical claims for waived conditions.

Executed medical waivers, including a copy of the medical examination (with English translation if in a foreign language), and a statement of the source of funds to cover possible waived claims, are forwarded to the Agency's Health and Accident Coverage (HAC) provider by the participant's sponsoring unit.

*

In the event that the sponsoring unit does not intend to cover the cost of any medical claims related to a pre-existing condition, the routine letter(s) that reflect the waived condition

and require the acknowledgement of the participant or a third party are to drafted and signed as appropriate. The sponsoring unit must ensure that the party responsible for costs related to a waived condition sign and return the letter of commitment to the sponsoring unit prior to the travel of the participant in question.

Statements to provide clear identification of the parties responsible for the payment of claims not covered by Plan C must be on file with the sponsoring unit and the monitoring contractor. It is important to understand that there are no funds available in HCD to cover any claims not covered by Plan C. Sponsoring Units must select to cover the expenses themselves, or have a letter of guarantee from the participant, the participant's employer or another party before Plan C may be utilized for participants coming to the U.S.

Plan C is not to be used for any participant who tests positive for HIV/AIDS who is scheduled to attend a program of 30 days or less.

vii. FINANCIAL OBLIGATION:

Prior to executing a waiver of HAC coverage for medical claims arising from pre-existing conditions, USAID Missions or Bureaus must ensure that either Mission or Bureau funds are available to pay such contingent claims, other medical insurance is available to cover such claims, or other third parties (e.g. the participant, family, or host government) are prepared to pay such claims. The Mission or Bureau is responsible for arranging for the prompt payment of such claims if and when they arise. If the Mission or Bureau itself pays such claims, payment does not diminish any rights the Mission or Bureau may have to seek reimbursement from a third party.

viii. HIV/AIDS CASES: A person known to be HIV positive or to have AIDS must be identified to the U.S. Consular Officer, along with a justification why travel to the U.S. is in the USAID interest. The Consular Officer must cable the INS requesting approval for the person to enter the U.S., and cannot issue a J-1 visa without prior INS approval. A response normally takes 10 working days.

X. External: English Proficiency and Testing

TESTING IN THE HOME COUNTRY: Sponsoring Units may contract out testing services. The sponsoring unit is responsible for insuring test security, and for validating test scores. Waivers of the actual test results, or the actual requirement to test may be approved by the mission director or his designee. English Language Testing resources may include local United States Information Service (USIS) English language training facilities or BI-National Centers; ELT programs at local institutions; ELT programs by other donor or United States Government agencies; or, for large groups, ELT instructor teams brought from the U.S. English tests provided by USIS may be used as well as the ALI/GU EPT, TOEFL and CEPA tests.

Sponsoring Units may also designate the responsible party to assess English competency prior to training and to develop policies on the frequency of re-testing and scoring level to require re-testing or to set guidelines for English waivers/exemptions.

ENGLISH LANGUAGE TRAINING IN THE UNITED STATES: English language training in the United States is meant as a supplement to, and not a substitute for, ELT in the host country. Once participants attain the minimum USAID scores, they may be programmed for further ELT in the United States when required to reach a training institution's or program's requirements, if the training is not available in the host country.

- TOEFL (when taken): Minimum USAID Acceptable Scores are the following:

| | |
|-------------------------|-----|
| Academic program: | 500 |
| Technical (non-degree): | 450 |

Note that individual universities may have higher minimum TOEFL score requirements for admitting all foreign students into specific degree or non-degree programs, including USAID participants.

- Minimum ALI/GU score requirements:

| | Listening | Grammar | Reading & Vocab. |
|-------|-----------|---------|------------------|
| EPT: | 85 | 75 | 80 |
| CEPA: | 65 | | |

The sponsoring unit and the responsible party for determining English competency determine minimum score requirements and adjust scores as appropriate.

- Minimum TELP requirements:

Passing scores are set by USIS, which developed and administers the test.

A. TOEFL Test

Test of English as a Foreign Language (TOEFL) is a standardized multiple-choice test developed by the Educational Testing Service, Inc. of Princeton, NJ. It is given several times a year in predesignated locations in a single session of about three hours. It provides a measure of English proficiency in listening and reading comprehension, including vocabulary, and in recognizing language that is appropriate for standard written English.

Some administrators of TOEFL include a Test of Written English (TWE) which provides an opportunity to demonstrate ability in writing standard English. The TWE score does not affect the overall TOEFL score.

i. Sections of the TOEFL are:

- Listening comprehension (35 minutes): Measures ability to understand spoken English;
- Structure and written expression (25 minutes): Measures ability to recognize language that is appropriate for standard written English;
- Vocabulary and reading comprehension (45 minutes): Measures ability to understand nontechnical reading matter;
- Writing test (30 minutes): Measures ability to write in English (offered only at some test administrations).

ii. Scores:

Test results will include three section scores and a total score (plus separate score for TWE when offered). Each correct answer on a TOEFL test counts equally toward the score for that section, and there is no penalty for an incorrect answer. There is no specific passing or failing score. Each institution determines the score acceptable for admission. (Often different scores are required by different graduate departments of the same university.) Most schools require a score of at least 500.

B. ALI/GU EPT Test

The ALI/GU English Proficiency Test (EPT) is also appropriate for testing participants' English skills for academic programs, as well as for non-academic, technical programs. The test has three sections which include Listening Comprehension, Grammar, and Reading/Vocabulary. Participants must meet or exceed the minimum score noted in the test packet. In individual cases the Mission director or designee may approve a waiver of the test scores.

The test consists of audio cassettes, scoring sheets, test booklets, and directions.

C. ALI/GU CEPA Test

The ALI/GU Communicative Language Proficiency Assessment (CEPA) is a shorter test of communicative competency in English, designed specifically for short-term technical training candidates who do not require testing in writing or extensive reading capability. It may be administered by Foreign Service National (FSN) employees or contractors, and consists of two sections each with two parts:

- Section I, Part A: Dialogues: Listening comprehension tested by multiple-choice questions;
- Section I, Part B: Understanding English in Daily Situations: Multiple-choice responses matched to daily-life situations presented;
- Section II, Part A: Understanding Information from Written Material: Reading tables and charts;
- Section II, Part B: Understanding Information from Written Material: Reading comprehension.

The test kit consists of audio cassettes, scoring sheets, test question booklets, and directions. There is no scoring penalty for guessing wrong in answering CEPA questions.

* D. Interpreters and Escorts

- * **1. Interpreters must be used if the participant(s) do not speak the language of training. A participant may never be used as an interpreter. Escorts are usually individuals who accompany a participant or group of participants to provide assistance during travel. Escorts may not work as interpreters unless they are**

qualified to do so. There will be instances where an escort is indeed serving as an interpreter. The work expected of the interpreter and the escort must be clearly defined.

2. U.S. Government funding of an interpreter or escort, whether directly or by indirect source, makes USAID or its contractor the U.S. employer. As such, the contractor must only hire interpreters or escorts qualified to work in the U.S. The penalties related to improper withholding or improper preparation of U.S. tax forms can result in sizable fines.

Another way out of the dilemma is for the interpreter or escort not to be paid with U.S. Government funds in any way, but with cost-sharing via host country contributions or other local-source funding.

U.S. interpreter salaries must be negotiated on a case-by-case basis, according to the skills needed for a particular program, for example simultaneous translation, consecutive (intermittent) translation, or translation at a conference/seminar.

The interpreter/escort receives the same travel and per diem as the participants served.

XI. External: Travel to the U.S.

TRAVELER LIMITATIONS:

- Economy-class travel is to be used by all participants;
- Participants are allowed up to twenty-two pounds of excess accompanying baggage at the beginning and end of the training program (providing that the total weight does not exceed 140 pounds). Air freight shipments cannot be made in lieu of accompanying excess baggage allowance. U.S. air carriers generally limit baggage on domestic flights to two checked items of 70 pounds each and one carry-on per passenger. USAID does not provide allowance for any excess to this amount; and
- Participants are allowed layovers on scheduled flights in excess of 14 hours on a usually traveled route, including scheduled layovers of less than 8 hours. The layover must be not less than 12 hours nor more than 24 hours.

XII. External: Participant Taxes

Contractors must assign each participant to the appropriate Tax Category as far upstream in the nomination process as possible, and budget for income taxes accordingly:

A. CATEGORY 1: Pure Scholarship-Fellowship Academics

Category 1 participants generally have a foreseeable Federal tax liability. Category 1 participants are enrolled in an accredited, degree-granting U.S. academic institution, and they are either studying toward a degree or receiving training in a recognized occupation. These participants:

- i. Did not leave a permanent job in their home-country;
- ii. Left a permanent job to obtain training for another job in a separate field; or
- iii. Have a promise of a job upon completion of USAID-funded training and training is required for that job.

B. CATEGORY 2: Short-Term Job-Related Participants

Category 2 participants generally have no foreseeable Federal tax liability. These participants are in training related to their home-country employment, conducted at U.S. academic institutions or at private and/or public sector training facilities. The duration of their job-related training is 12 months or fewer. Category 2 participants may rely on 26 CFR 1.162-2 to document their away-from-home status. **(See Mandatory Reference, 26 CFR 1.162-2).** Category 2 Participants pass all three parts of the "CLAIMED ABODE TEST", which permits IRC Section 162(a) deductions for away-from-home expenses incurred during training assignments not to exceed **one** year. Category 2 participants have no foreseeable Federal tax liability because business-related expenditures and personal maintenance expenditures are allowed as itemized deductions.

C. CATEGORY 3: Long-Term Job-Related Participants

Category 3 participants generally have a foreseeable Federal tax liability. These participants are in training related to their home-country employment, conducted at U.S. academic institutions or at private and/or public sector training facilities. The duration of the job-related training is 12 months or more and is:

- i. Required by the home-country employer for the participant to keep the present job; or
- ii. Required for the purpose of maintaining/ improving skills for the present job.

Category 3 participants generally have a foreseeable Federal tax liability because only the qualified tuition and job-related expenditures are allowed as exclusions or itemized deductions.

D. CATEGORY 4: Non-Scholarship, Non Job-Related Participants

Category 4 participants generally have a foreseeable Federal tax liability. These participants are not studying for a degree and do not meet any criterion for job-related status. As a practical matter, they are generally high-school students or 4-H participants. Generally, all of their support is taxable.

E. CATEGORY 5: Tax Treaty Country Participants

Category 5 participants generally have no foreseeable Federal tax liability. Contractors must refer to IRS PUB 901: U.S. TAX TREATIES for details. These participants come from countries with which the U.S. has a ratified income tax treaty. Their income is generally excluded from taxation, but they must file an informational return in order to claim that exclusion.

Existence of a treaty does not automatically ensure that the treaty applies to students, participants, teachers, or researchers. Contractors, Missions, and Bureaus must read the treaties and specifically identify the article or section that applies to their participants.

Sometimes a Category 5 participant will have a foreseeable Federal tax liability. This only occurs if the participant's program exceeds the time limits on length of residency imposed by the treaty or the dollar limits on income imposed by the treaty.

Information regarding active tax treaty countries is on the website for IRS publications. The most current publication is IRS publication 901.

http://www.irs.gov/forms_pubs/pubs/index.htm

F) Taxes and Budgeting:

Here are some sample algorithms for calculating the income tax line-item for participant training budgets

Category 1 Participants:

Estimated Total Annual Program Costs: _____

LESS: Excludable Qualified Tuition
Tuition _____
Books _____
Fees/Equip. _____
ESL in USA _____

Total Excludable Qualified Tuition: _____

LESS: Personal Exemption Amount
(\$2,550 in 1996) _____

EQUALS: Estimated Taxable Income _____

TIMES: 15% — _____

EQUALS: Estimated Federal Income Tax _____

Category 3 Participants:

Estimated Total Annual Program Costs: _____

LESS: Excludable Qualified Tuition
Tuition _____
Books _____
Fees/Equip. _____
ESL in USA _____
Seminars/Conf. _____
Other Business Expenses _____

Total Excludable Qualified Tuition: _____

LESS: Personal Exemption Amount
(\$2,550 in 1996) _____

EQUALS: Estimated Taxable Income _____

TIMES: 15% _____

EQUALS: Estimated Federal Income Tax _____

Category 4 Participants:

| | |
|--|-------|
| Estimated Total Annual Program Costs: | _____ |
| LESS: Personal Exemption Amount (\$2,550 in 1996) | _____ |
| EQUALS: Estimated Taxable Income | _____ |
| TIMES: 15% | _____ |
| EQUALS: Estimated Federal Income Tax | _____ |

ADS Ch 253 contains no instructions for State Income Tax budgeting. Programming agents with participants in Arizona, Illinois, Iowa, Louisiana, Michigan, Montana and Utah may wish to boost the 15% tax rate closer to 20%.

APPENDIX: Forms and Schedules

1. Completing the IAP66A, "United States Information Agency Exchange Visitor Facilitative Staff GC/V Certificate" conferring eligibility for J-1 visa status

NOTE: All programming contractors, grantees, and others who prepare for USAID signature IAP66As for either the initial visa or visa extensions must fully complete such forms. IAP66As must be submitted to G/HCD a minimum of 60 days prior to the expiration date of the previous IAP66A. The originating Mission or contractor must ensure that the visa end date (stamped in the participant passport at the U.S. Consulate) does not exceed the estimated completion date of record on the IAP66A. Participants being picked up from other visa sponsorship must not be currently out of status. NOTE: no IAP66A forms may be signed by G/HCD if the end date of the previous form has expired. USAID must request a reinstatement from the USIA. This process is lengthy and time-consuming.

All forms must be typed, with no "white out" corrections; neither birth date nor training dates may be struck out and retyped.

*

All documentation regarding the participant must be attached for G/HCD to sign the IAP extension. Please attach the training request, Mission approval, and signed medical certification to the IAP.

Block-by-block instructions for completing the IAP66A Form are printed on the back of each page.

An American officer designated by the USAID sponsoring unit as Responsible Officer (RO), or the U.S. citizen Alternate Responsible Officer (ARO), signs the IAP66A. It is the Mission's responsibility to provide G/HCD with the position title of the U.S. citizen RO and ARO who, in addition to signing, are responsible for ensuring control of IAP66A forms provided to the Mission. The Mission must notify G/HCD if there is a change in the RO or ARO signing authority.

2. Creating a participant processing checklist

Contractors/sponsoring units must be able to create their own processing checklists or updates after reviewing the Supplementary Reference table of contents and their existing monitoring procedures (**See Supplementary Reference, Best Practices.**)

Point of Contact: Any questions concerning this Notice may be directed to G/HCD, attn. John Jessup or Linda Walker, via E-mail:

jjessup@usaid.gov or lwalker@usaid.gov